Implementing the Instructional Management System (IMS)

Empowering Kentucky's Teachers and Leaders for Success

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Agenda

- **Updates and Important Information with Q & A**
- **Topic Information**

1) IMS Updates
2) KET - PBS LM Resources
   Brian Spellman
3) TestNav 8:
   1) What's New with 18.0
   2) What's Coming in 18.1
4) IMS Resources

***Send Questions to** Michael.Spence@education.ky.gov

IMS Updates

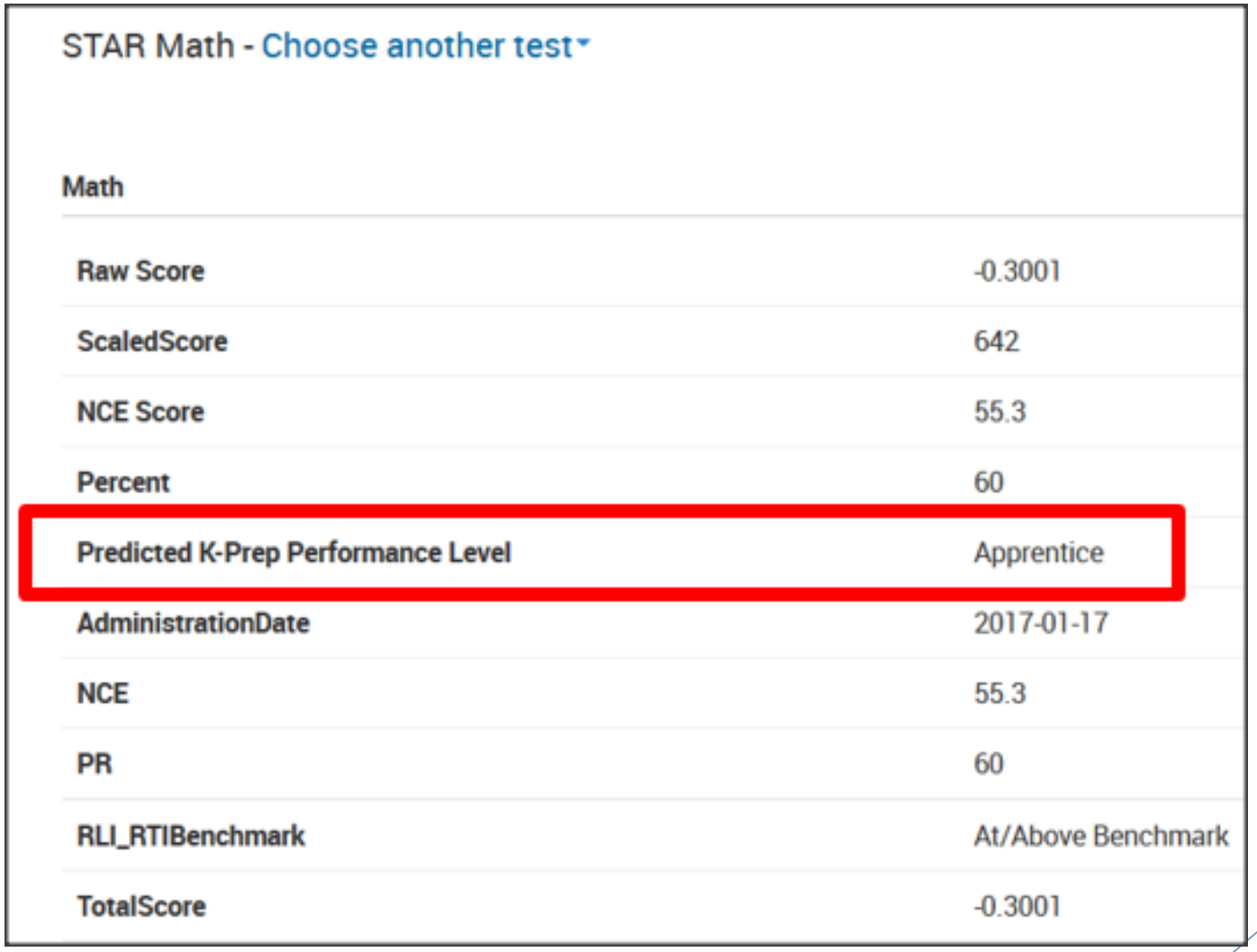
KYSTE

The March 8-10 KySTE annual spring conference includes four sessions on the Instructional Management System (IMS). All session will be in the **Brown Room**. See session times and descriptions. To register for KySTE, click here.

- Wednesday, March 8 – ***Taking Data to the Next Level in IMS***
  - 10:30 a.m. - **School & District Data module -** Leadership, Specialist, Analyst and Teachers all have access to a variety of reports within the IMS. See reports available in the school and district report banks. Learn how to run pre-formatted reports and how to create custom aggregate and analysis spreadsheet reports. Also, learn how leadership can publish reports to the district bank, school bank or to teachers via the Classrooms module.
  - 12:30 p.m. – **Classroom module -** Teachers and students have access to Student Workspace, an online portfolio, where students can upload work and teachers can manage and organize work via the IMS. Through the Classrooms module, teachers can search and find instructional materials, create lesson plans and manage student groups. Learn how teachers can access reports through Student Performance and Leadership can access the Curriculum Manager via the Classrooms module.
  - 1:30 p.m. – **Assessment Admin module -** Teachers can create assessments and have the results sent straight to Infinite Campus Gradebook. See the different types of assessments teachers can create. Learn how teachers create, co-author and find assessments and assessment items, print student usernames and passwords, monitor assessments via the dashboard, launch an assessment within GradeCam and view assessment results. Also, see a quick overview of the new TestNav 8!

- Friday, March 10 - ***Data Dashboards and Tools in IMS***
  - 9:30 a.m. - Learn how districts, schools and teachers use dashboards and tools to analyze and interpret data to improve instruction and student performance. Learn how Key Performance Indicators (KPIs) in the system provide critical data elements to help inform the strategic school and district comprehensive improvement plans. See reports available in the school and district report banks.

STAR Predicted K-Prep Performance Level



STAR Math - Choose another test

Math	
Raw Score	-0.3001
ScaledScore	642
NCE Score	55.3
Percent	60
Predicted K-Prep Performance Level	Apprentice
AdministrationDate	2017-01-17
NCE	55.3
PR	60
RLI_RTIBenchmark	At/Above Benchmark
TotalScore	-0.3001

*STAR Mathematics and Reading Analysis Reports include Predicted K-Prep Performance Level

*Only for grades 3 - 8

Student Name	School	Grade	August Scaled Score	August Predicted K-Prep Performance Level	September Scaled Score	September Predicted K-Prep Performance Level	October Scaled Score	October Predicted K-Prep Performance Level	November Scaled Score	November Predicted K-Prep Performance Level	December Scaled Score	December Predicted K-Prep Performance Level	January Scaled Score	January Predicted K-Prep Performance Level
[redacted]		03	523	Novice	447	Novice	458	Novice	497	Novice	496	Novice	514	Novice
		02			443	N/A	493	N/A			507	N/A		

MAP Data in the IMS

The Northwest Evaluation Association (NWEA) has updated MAP assessment file results to correct any missing fall data for districts who have signed agreements to have that data display in the Instructional Management System (IMS).

Gradebook

KDE has been informed that Infinite Campus may make changes to the “Gradebook” during the summer of 2017.

When a teacher makes an assessment and selects “Send to Gradebook” completed test scores are sent to Infinite Campus Gradebook. This process may change or no longer be available when the updates are completed in the summer of 2017.

We would like to hear your concerns and whether this will have a great impact on your district.

Please, email Maritta Horne: maritta.horne@education.ky.gov to give your feedback as soon as possible.

Updated STAR and MAP Reports

- **STAR Reports *(through Jan. 2017)***
  - ***STAR Early Literacy by Race Reporting Category**
  - ***STAR Mathematics Analysis *(includes K-Prep Predictor)***
  - ***STAR Reading Analysis *(includes K-Prep Predictor)***
  - ***STAR Reading by Race Reporting Category**
- **MAP Reports *(through Winter 2016-2017 SY)***
  - ***MAP Language Analysis**
  - ***MAP Mathematics Analysis**
  - ***MAP Reading Analysis**
  - ***MAP Reading by Race Reporting Category**
  - ***MAP Results By Subject, Grade & School**

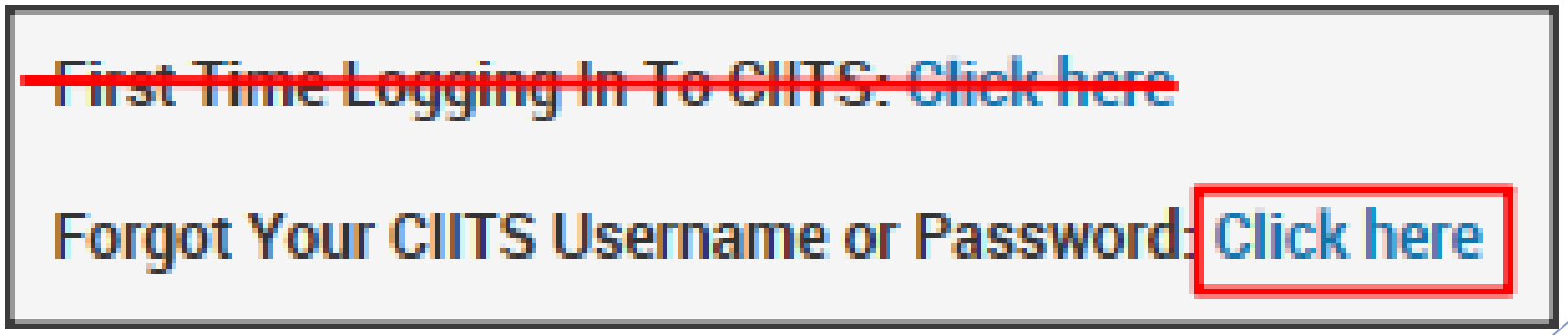
* For more information regarding reports available see the IMS Report Bank Samples Document

Check and update staff e-mail addresses!

- Staff e-mail addresses in Infinite Campus (IC) must be accurate and up-to-date since they are used as the username for CIITS.
- Numerous cases submitted to the KETS Help Desk of users being unable to access CIITS were due to the e-mail address in Infinite Campus being out of date, misspelled or entirely missing.
- Remind your IC Point of Contact (located here) that when updating the identity for a user to also update the user's email address (if needed). For example, if a user's e-mail address is updated in Active Directory, make sure his/her e-mail address in Infinite Campus is updated. The e-mail field is located on the Demographics tab in Infinite Campus.

Forgot your CIITS username or password?

If you do not remember your CIITS username or password, please use the ***Forgot Your CIITS Username or Password:*** *Click here* link on the CIITS login page. Do NOT use the *First Time Logging In to CIITS: Click here* link, which is only for first time users.



CIITS Point of Contacts

- Districts should verify and update their CIITS Point of Contacts.
- Verify your district's CIITS contacts are correct through the on-line school directory here.
- Each district's Web application administrator point-of-contact (WAAPOC) or their designee can update local contacts through the People Role Manager application.
- Also use the on-line school directory to find your WAAPOC and other district and school contacts.

KET & PBS LearningMedia Resources

Brian Spellman

How is PBS LearningMedia Making an Impact?

PBS LearningMedia
pbslearningmedia.org

CONTENT

100K+
digital resources
aligned to national and Common Core standards

#1
fastest growing content library
with timely videos, lesson plans, and games

2M+
page views
per month

CLASSROOMS

1.6M+
users with registered access to
PBS LearningMedia content

30M+
students impacted
by content and services

40K+
educators and students engaged
through training and events

COMMUNITY

95%
of PBS stations
offer localized versions of PBS LearningMedia

300%
YOY increase
in social media followers

205+
trusted media partners

"PBS LearningMedia empowers students to explore independently, at their own pace, which helps build their confidence and desire to succeed."

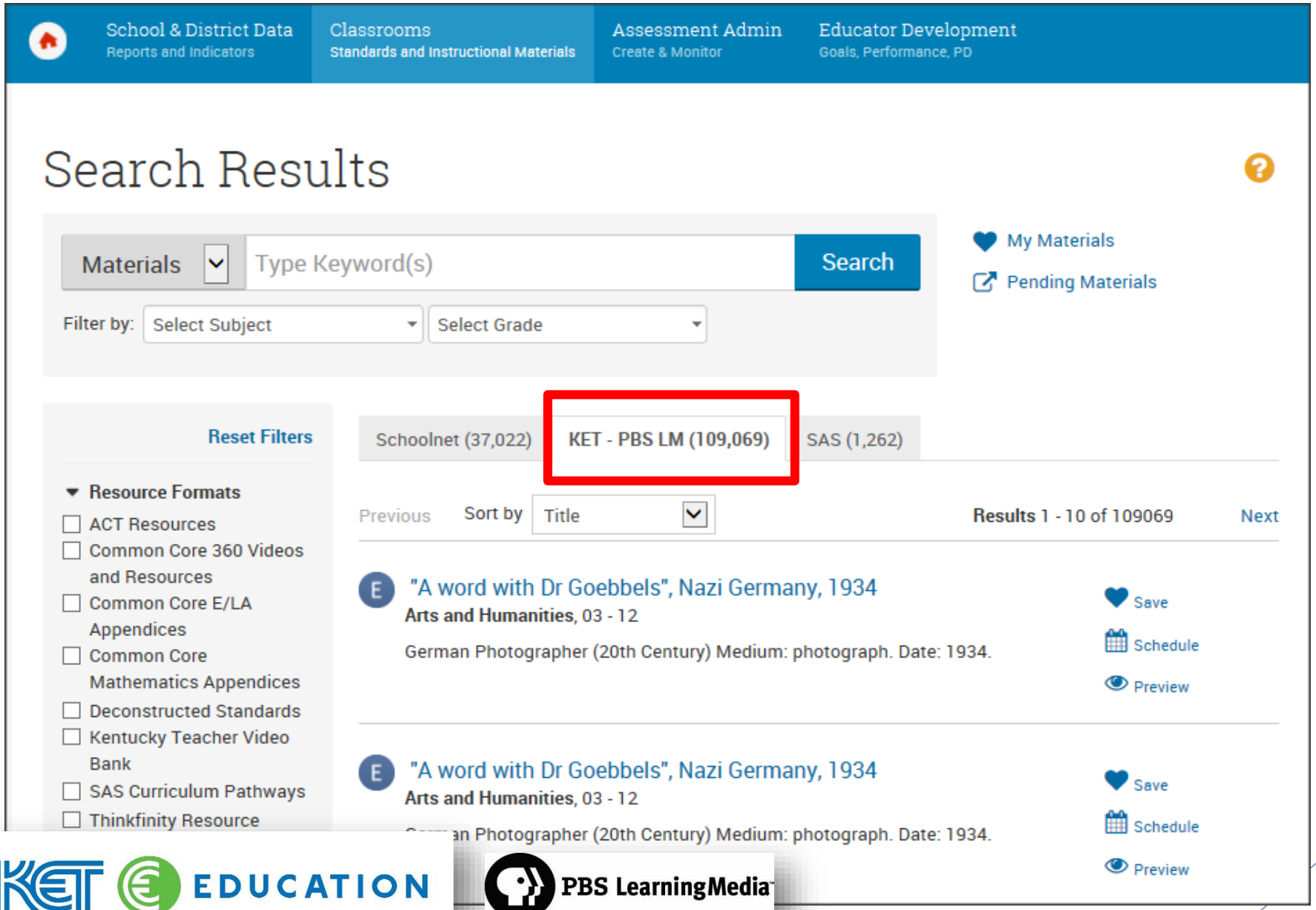
Mallory Mbalia | Kindergarten Teacher | Raleigh, NC

Kentucky Department of Education — Our Children, Our Commonwealth

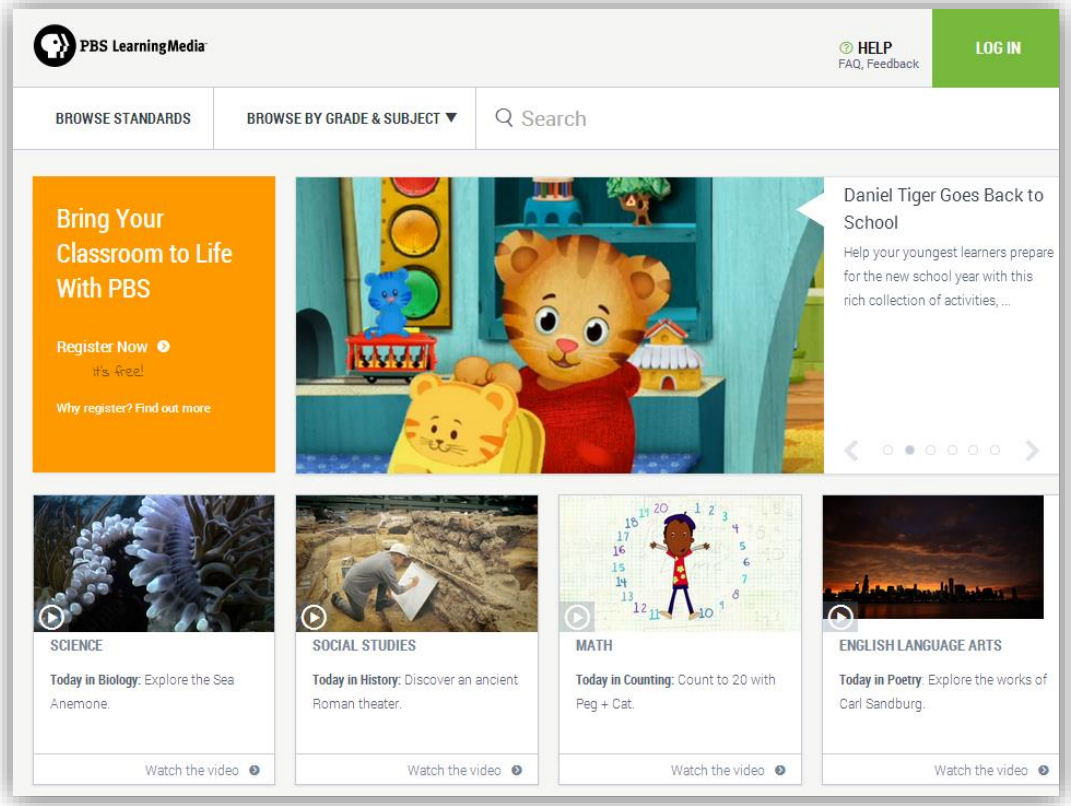
KET EDUCATION

PBS LearningMedia

New Name: KET - PBS LM



A Look Inside PBS LearningMedia



Engaging

- Content includes videos, lesson plans, interactive games, audio clips, essays, discussion questions

Comprehensive

- Over 100,000 resources for teachers and students

Impact

- Standards-aligned resources
- Research-based content

KET EDUCATION

PBS LearningMedia

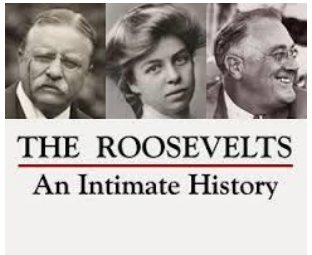
Custom Service: Premium Content

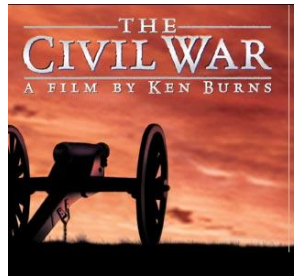
6,300 additional Premium resources with a focus on Early Childhood, STEM, Social Studies and Spanish Language

Early Childhood

STEM Instruction

Social Studies

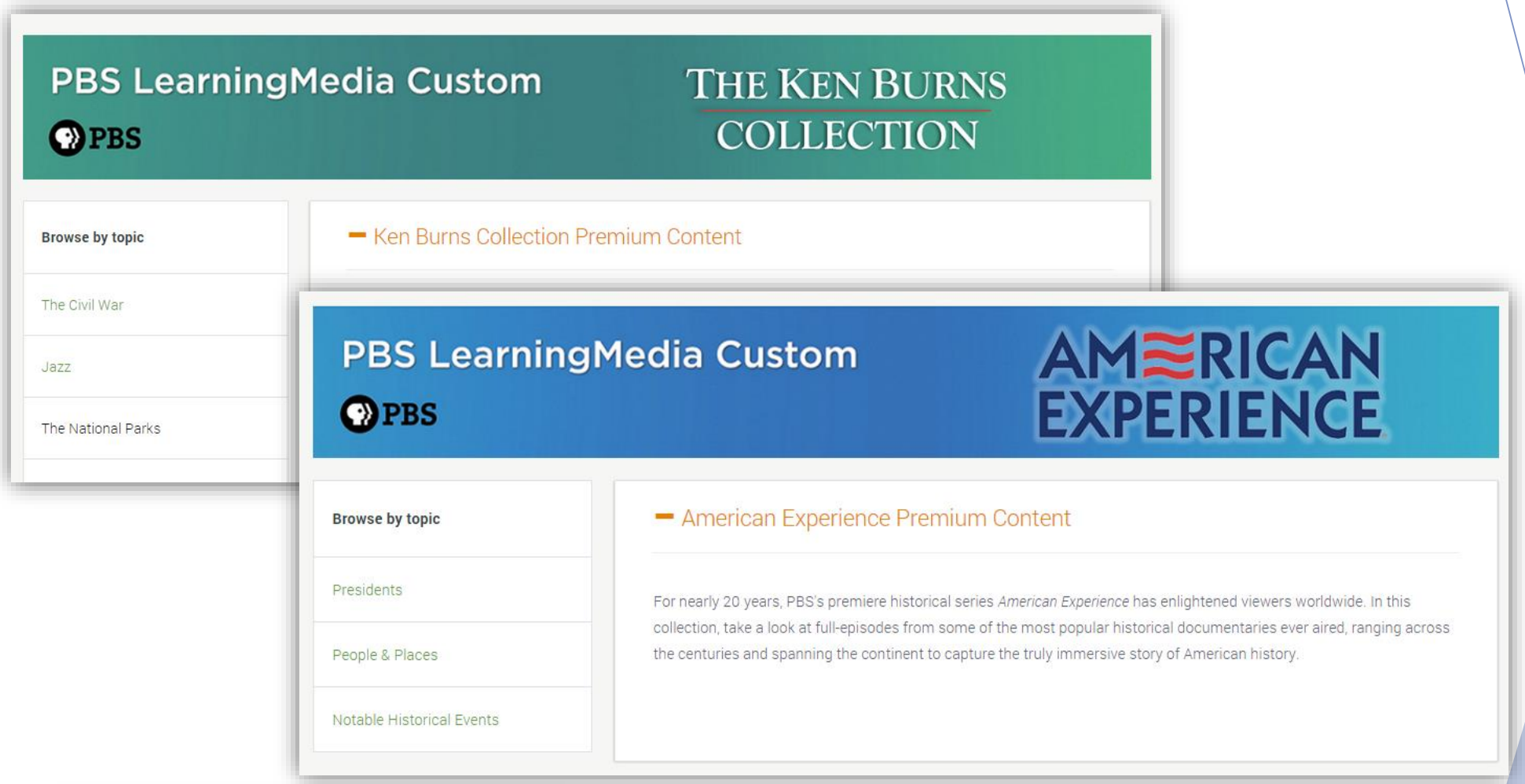




KET EDUCATION

PBS LearningMedia

Premium Collection Pages



KET EDUCATION

PBS LearningMedia

TestNav 8: What's New with 18.0

TestNav 8

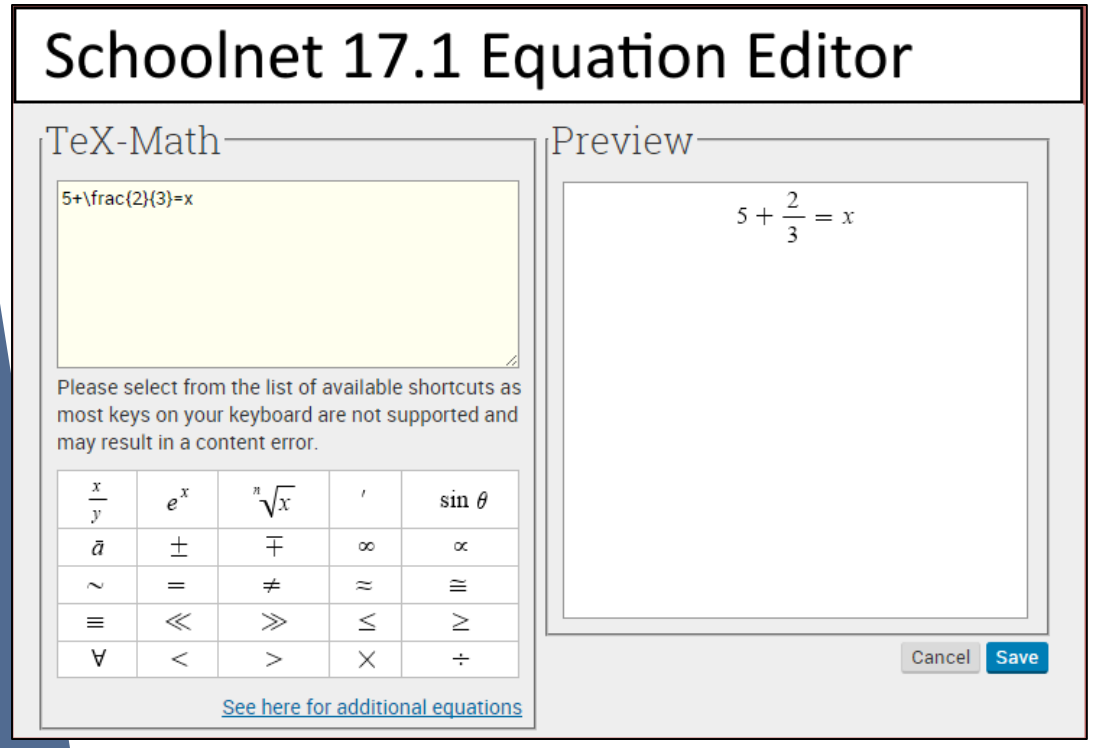
- With the TestNav8 online test center, students can take an online test on their PC, Mac, iPad, or Chromebook. Taking a test online is very similar to taking a test on paper.
  - Questions can be answered in any order.
  - Questions can be skipped and returned to later.
  - Questions may have multiple parts.
  - Questions may require a response to be uploaded.
  - You can go back to earlier questions and change your answers.
  - Tests may include the use of a ruler, calculator, or protractor. If so, a toolbar will appear on the top of your screen to open the appropriate tool.

- See the TestNav Overview for more information.

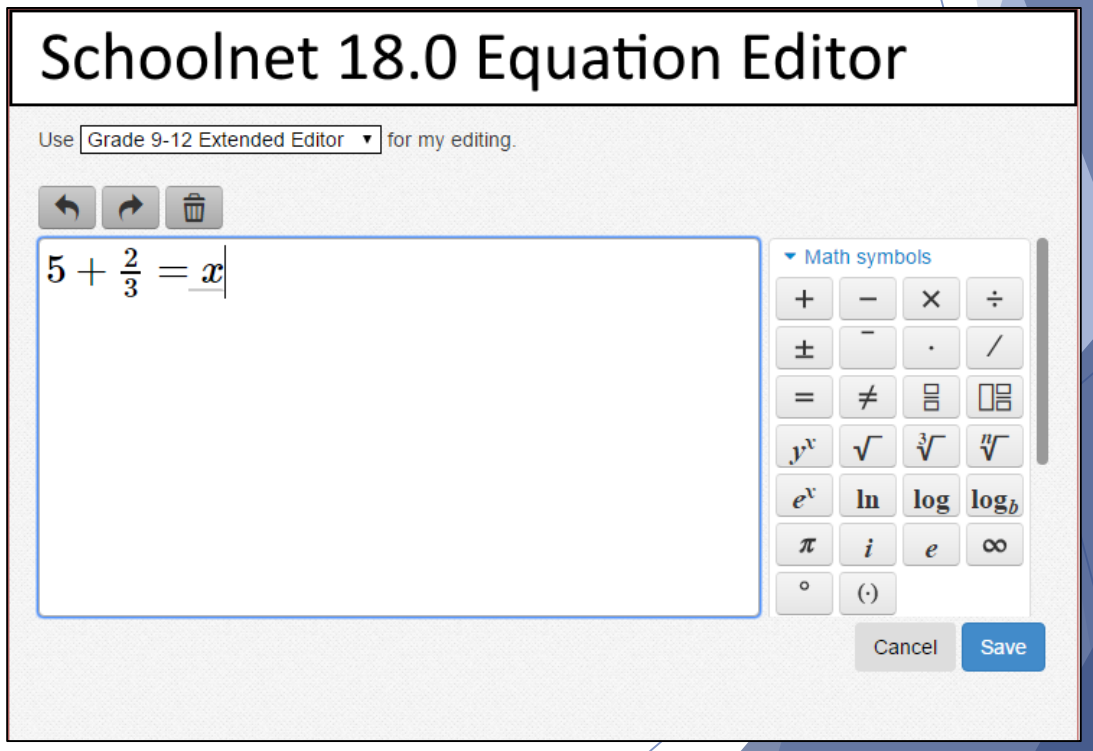
Equation Editor: Easy and Intuitive

- Both creators and students will find the new TestNav 8 equation editor much more intuitive and easier to use
- Grade Specific Functionality

Schoolnet 17.1 Equation Editor



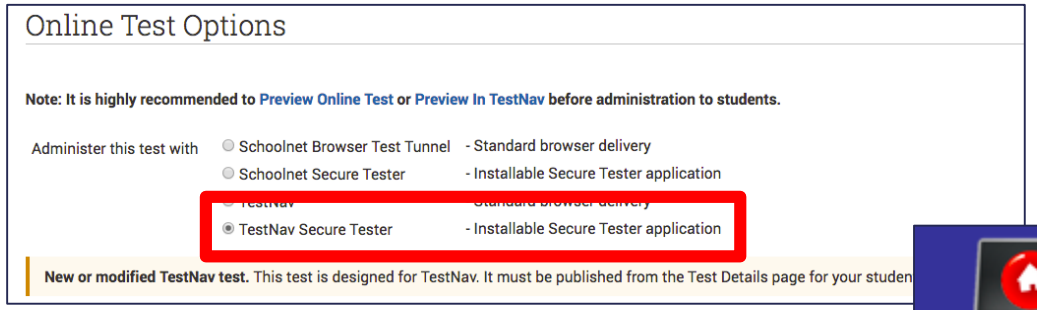
Schoolnet 18.0 Equation Editor

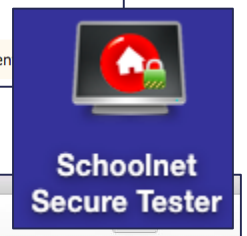


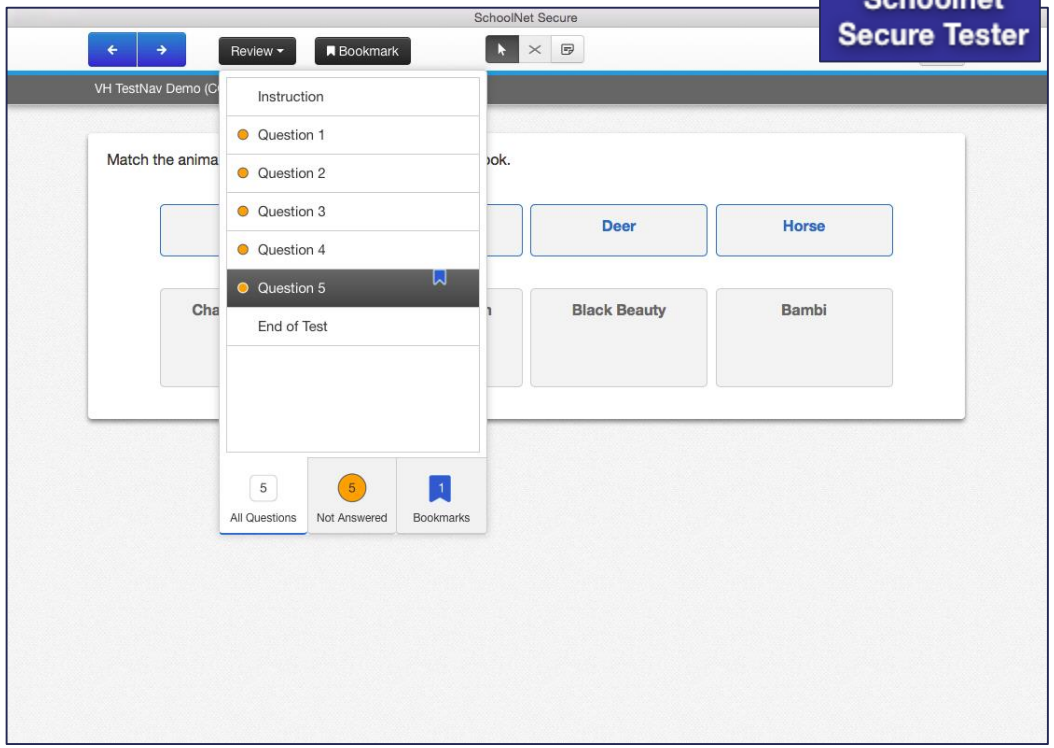
TestNav Tools and Manipulatives

- TestNav offers a variety of tools for students while taking a test that are enabled by test/item level settings
  - 1/4 Inch ruler
  - 1/8 Inch ruler
  - Centimeter ruler
  - Protractor
  - Basic calculator
  - Five function calculator
  - Scientific calculator
- The following tools are always available for students:
  - Answer Eliminator
  - Notepad
  - Highlighter (2 colours and can be used on both passage and question content)
- The following accommodations can be enabled for all students at the test level
  - Magnifier
  - Line Reader

TestNav Secure Test Delivery

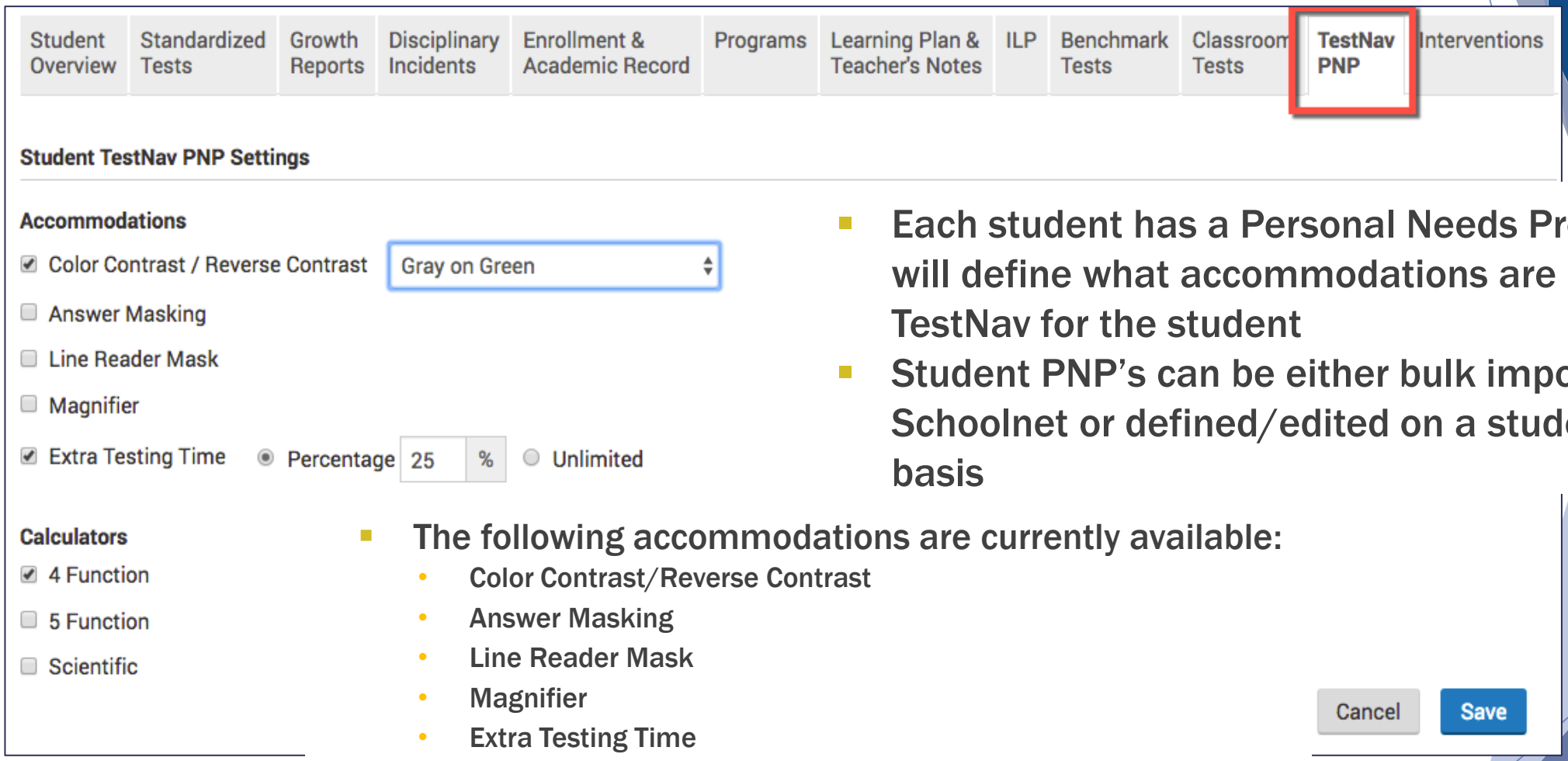






- Leverages the same Schoolnet Secure Tester application that is currently in use
- Allows a student to take their test online and still have all the same item interactions, tools, manipulatives and accommodations that they are used to
- Prevents access to other installed applications and programs
- Does not allow students to copy any test item content
- Students cannot access any other tabs within the browser preventing internet access
- Available for both the PC and Mac Secure Tester versions

Student PNP and Accommodations



- Each student has a Personal Needs Profile (PNP) that will define what accommodations are made available in TestNav for the student
- Student PNP's can be either bulk imported into Schoolnet or defined/edited on a student-by-student basis

- The following accommodations are currently available:
  - Color Contrast/Reverse Contrast
  - Answer Masking
  - Line Reader Mask
  - Magnifier
  - Extra Testing Time
  - 4 Function calculator
  - 5 Function calculator
  - Scientific calculator

TestNav 8: What's Coming in 18.1

IMS Resources

CIITS Homepage

Welcome back, Lyndsey.

What's New in Schoolnet

Your last visit was 20 days ago. Your role is System Operator at Kentucky Department of Education

CIITS SUGGESTION BOX

Submit suggestions for review by the Kentucky Department of Education for future CIITS enhancements

CIITS PROFESSIONAL...

NEW: CIITS Professional Learning Resources

NEW: CIITS Self-Guided Training for Teachers

KDE CIITS Website Resources

NEW: CIITS Resources

Schoolnet Just Got Better!

Be the first to learn about the exciting new capabilities in Schoolnet 18.0 CLICK HERE

SAS & KET Custom External Resources

TEACHERS, did you know you can access SAS Curriculum Pathways and KET Custom Learning Media Resources as single sign on through the Instructional Management System (IMS)? SAS also has a full Algebra 1 course available! Watch this video to learn how to access and assign these resources.

Past Students & Report Bank

TEACHERS, need to access student data when school's out? Use the CIITS Classrooms and School & District Data modules! Learn how to use these convenient tools by watching this video.

Student Profile

TEACHERS, want to view student information in one place? Use the CIITS Student Profile! Learn how to use this convenient tool by watching this video.

The Continuous Instructional Improvement Technology Syst...

Welcome to CIITS -- a powerful instructional tool that combines Kentucky academic standards, aligned instructional resources, assessments, student data, and professional development into a single integrated resource for improving teaching and learning in Kentucky. We hope you will find CIITS useful as you implement Unbridled Learning in your classroom, school and district.

CIITS Google Training Site
Current Version: 18.0

Continuous Instructional Improvement Technology System

Search this site

Welcome Kentucky Educators! | CIITS Initiatives | School and District Data | Classrooms | Assessment Admin | Educator Development | About CIITS

Welcome Kentucky Educators!

The following resources are available to help educators get familiar with CIITS:

Resource: Getting Started with CIITS

Resource: CIITS Self-Guided Training for Teachers

In an effort to fully integrate Kentucky's Continuous Instructional Improvement Technology System (CIITS) use in Kentucky classrooms, schools and districts, the following professional learning opportunities are available. Workshop details can be found i the CIITS Workshop Catalog. Click here to request a district training opportunity.

Online Training Materials

To accommodate the busy schedules of Kentucky educators and maximize resources, KDE is offering on-demand, online training for teachers as well as school and district leaders and administrators on a variety of topics.

- Online training materials are organized by modules under the navigation tabs at the top of this page.
- Follow-up webcasts are designed to "close the loop" on learning and give participants an opportunity to ask questions or troubleshoot any issues they may have encountered.
- For more information on webcasts and additional training opportunities visit the KDE CIITS Training Page.

Module Content:

- CIITS Initiatives: ACT End-of-Course (EOC) Resources, Literacy Design Collaborative (LDC), Mathematics Design Collaborative (MDC) & Non-Traditional Instruction (NTI)
- School & District Data: Key Performance Indicators (KPI), Student Profiles, Prior Year Data, Report Bank, Pre-Formatted Reports, Custom Reports, Analysis Spreadsheets, & Publishing Reports
- Classrooms: Instructional Materials/Resources, Lesson Planner, Assignments, Student Reports, Student Data, Student Groups Student Workspace, & District Curriculum
- Assessment Admin: Express Test, Manual Test, Assessment Items, Passages, Rubrics, Scheduling, Administering, GradeCam, Scoring, Assessment Results & CIITS to IC Gradebook Submission

Current Version: 18.0

Schoolnet just got better! Be the first to learn about the exciting new capabilities in Schoolnet 18.0 by watching this 18.0 Preview Video.

The Instructional Management System (IMS) was upgraded to version 18.0 on Dec. 9 and includes the following enhancements and capabilities.

- TestNav 8, the summative assessment engine, delivers assessments.
- TestNav supports a student's Personal Needs Profile (PNP) and delivers an online testing experience based on his/her accommodation needs.
- TestNav 8 Equation Editor provides an intuitive and easy-to-use equation editor.
- All textboxes that support formatted text utilize an updated rich text editor.
- KPI display can be filtered based on grade range at the user's default institution.
- A new single-page experience assists users to create instructional materials.
- Users can add custom content sections to the instructional materials they create and edit.
- Users can export instructional materials as Microsoft Word documents.
- When searching Item Central or building express tests, teachers can exclude items included in tests scheduled in the current year.

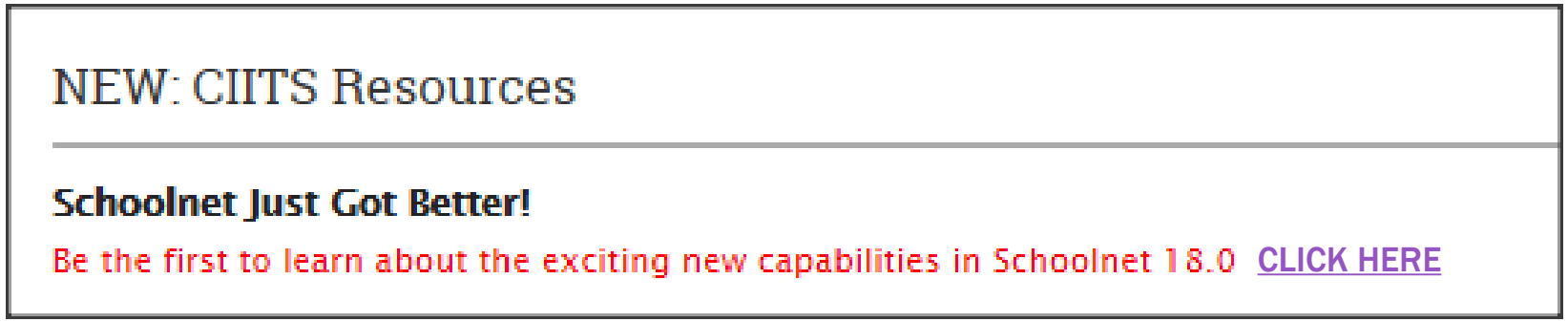
Classrooms:

- Approving Instructional Materials: Resource
- Create a Lesson Plan: Resource
- Submitting Instructional Materials: Manual

Assessment Admin:

- TestNav Overview: Resource
- Considerations for Building a Test: Manual
- Gridded Items: Resource
- Working with Passages: Resource

18.0 Resources



- Considerations for Building a Test: Manual
- Gridded Items: Resource
- Working with Passages: Resource
- Approving Instructional Materials: Resource
- Create a Lesson Plan: Resource
- Submitting Instructional Materials: Manual
- TestNav Overview: Resource

CIITS Google Training Site
CIITS Initiatives

CIITS Initiatives

ACT End-of-Course (EOC) Resources

Resources include: Syllabus, Course Outline, Course Objectives, Instructional Unit Plans, Sample Assessments, and more. To find the resources, use the following Quick Reference Card (QRC):

- **Locating ACT End-of-Course Resources:** Resource

Literacy Design Collaborative (LDC)

Exemplary and Good to Go Literacy Design Collaborative (LDC) Modules from CoreTools have been loaded to CIITS as Instructional Units. LDC information is available on the CIITS homepage with access and information for CoreTools. For more information use the following resources:

- **Locating LDC Modules:** Presentation Resource Video

Mathematics Design Collaborative (MDC)

State approved Mathematics Design Collaborative (MDC) Formative Assessment Lessons (FAL) have been loaded to CIITS as Lesson Plans. MDC information is available on the CIITS homepage with access and information to the KDE MDC webpage and Shell Center for Mathematical Education. For more information use the following resources:

- **Locating FAL Classroom Challenges:** Presentation Resource Video

Non-Traditional Instruction (NTI)

CIITS can be used to assist with documentation for Non-Traditional Instruction days. The following Quick Reference Card (QRC) outlines ways in which learning outcomes and sample work can be collected and submitted for review.

- **Collecting NTI Data Using CIITS:** Resource

CIITS Google Training Site
School and District Data

Welcome Kentucky Educators! | CIITS Initiatives | **School and District Data** | Classrooms | Assessment Admin | Educator Development | About CIITS

MODULE: School & District Data

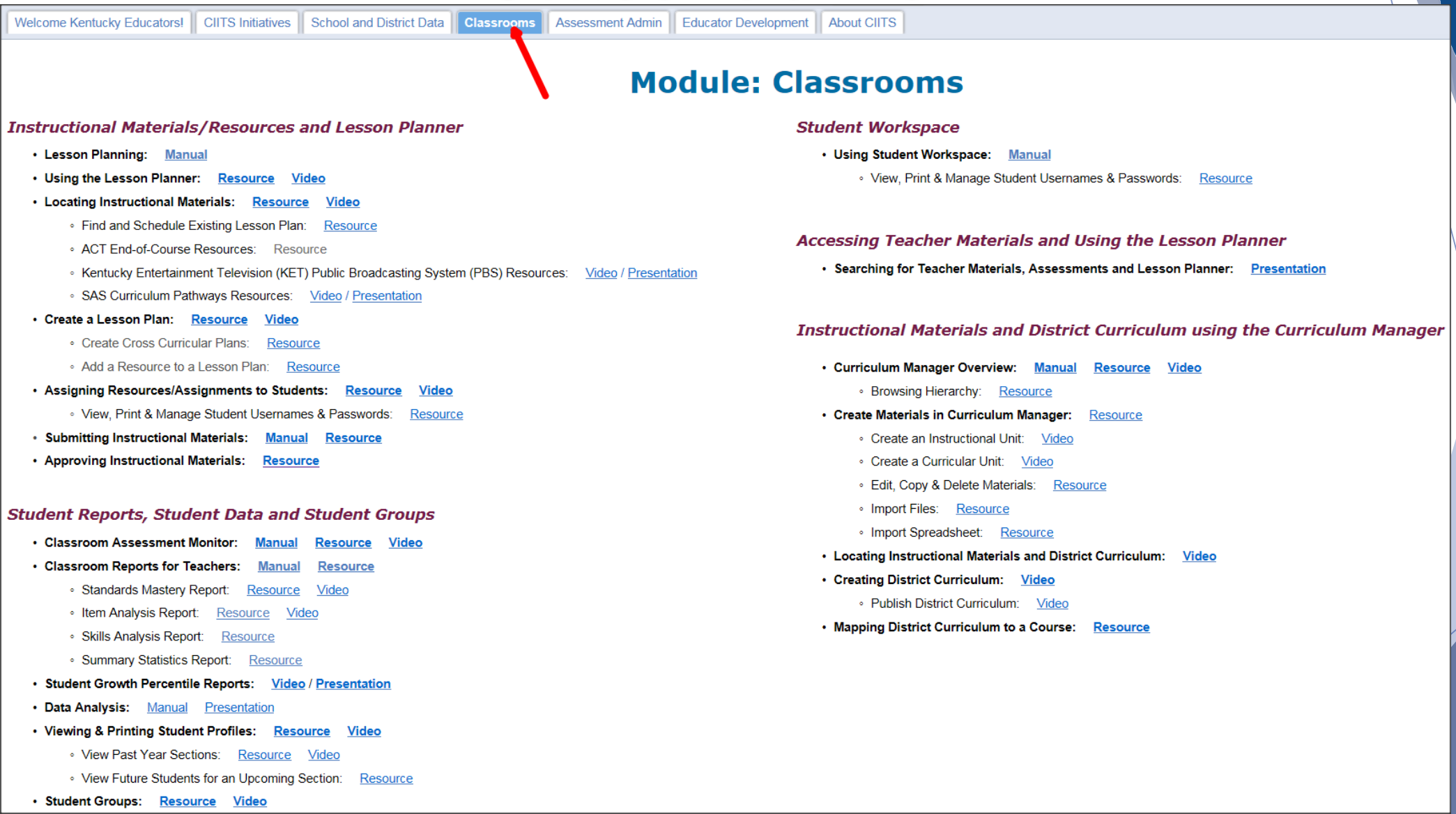
School & District Data Overview

- **School & District Data Overview:** Manual Resource
  - Key Performance Indicators (KPI): Resource
  - Assessment Data Loads & Updates: Resource
- **Viewing & Printing Student Profiles:** Resource Video
- **Accessing Prior Years Data:** Manual Video

Reporting Features

- **Report Bank Samples:** Resource
  - GAP Diagnostic Reports: Resource
  - NWEA MAP K-PREP & ACT College Readiness: Video / Presentation
- **Managing the Report Bank:** Video
- **Report Library:** Manual
- **Pre Formatted Reports:** Resource
- **Creating Reports:** Presentation
  - Custom Reports: Resource Video
  - Analysis Spreadsheets: Resource Video
    - Build Reports by Columns (Analysis Spreadsheet): Resource
  - Define a Student Set: Resource Video
  - Understand Enrollment Filtering: Resource
- **Publishing Reports:** Resource
  - Edit & Delete Published Reports: Resource

CIITS Google Training Site Classrooms



Module: Classrooms

Instructional Materials/Resources and Lesson Planner

- **Lesson Planning:** Manual
- **Using the Lesson Planner:** Resource Video
- **Locating Instructional Materials:** Resource Video
  - Find and Schedule Existing Lesson Plan: Resource
  - ACT End-of-Course Resources: Resource
  - Kentucky Entertainment Television (KET) Public Broadcasting System (PBS) Resources: Video / Presentation
  - SAS Curriculum Pathways Resources: Video / Presentation
- **Create a Lesson Plan:** Resource Video
  - Create Cross Curricular Plans: Resource
  - Add a Resource to a Lesson Plan: Resource
- **Assigning Resources/Assignments to Students:** Resource Video
  - View, Print & Manage Student Usernames & Passwords: Resource
- **Submitting Instructional Materials:** Manual Resource
- **Approving Instructional Materials:** Resource

Student Reports, Student Data and Student Groups

- **Classroom Assessment Monitor:** Manual Resource Video
- **Classroom Reports for Teachers:** Manual Resource
  - Standards Mastery Report: Resource Video
  - Item Analysis Report: Resource Video
  - Skills Analysis Report: Resource
  - Summary Statistics Report: Resource
- **Student Growth Percentile Reports:** Video / Presentation
- **Data Analysis:** Manual Presentation
- **Viewing & Printing Student Profiles:** Resource Video
  - View Past Year Sections: Resource Video
  - View Future Students for an Upcoming Section: Resource
- **Student Groups:** Resource Video

Student Workspace

- **Using Student Workspace:** Manual
  - View, Print & Manage Student Usernames & Passwords: Resource

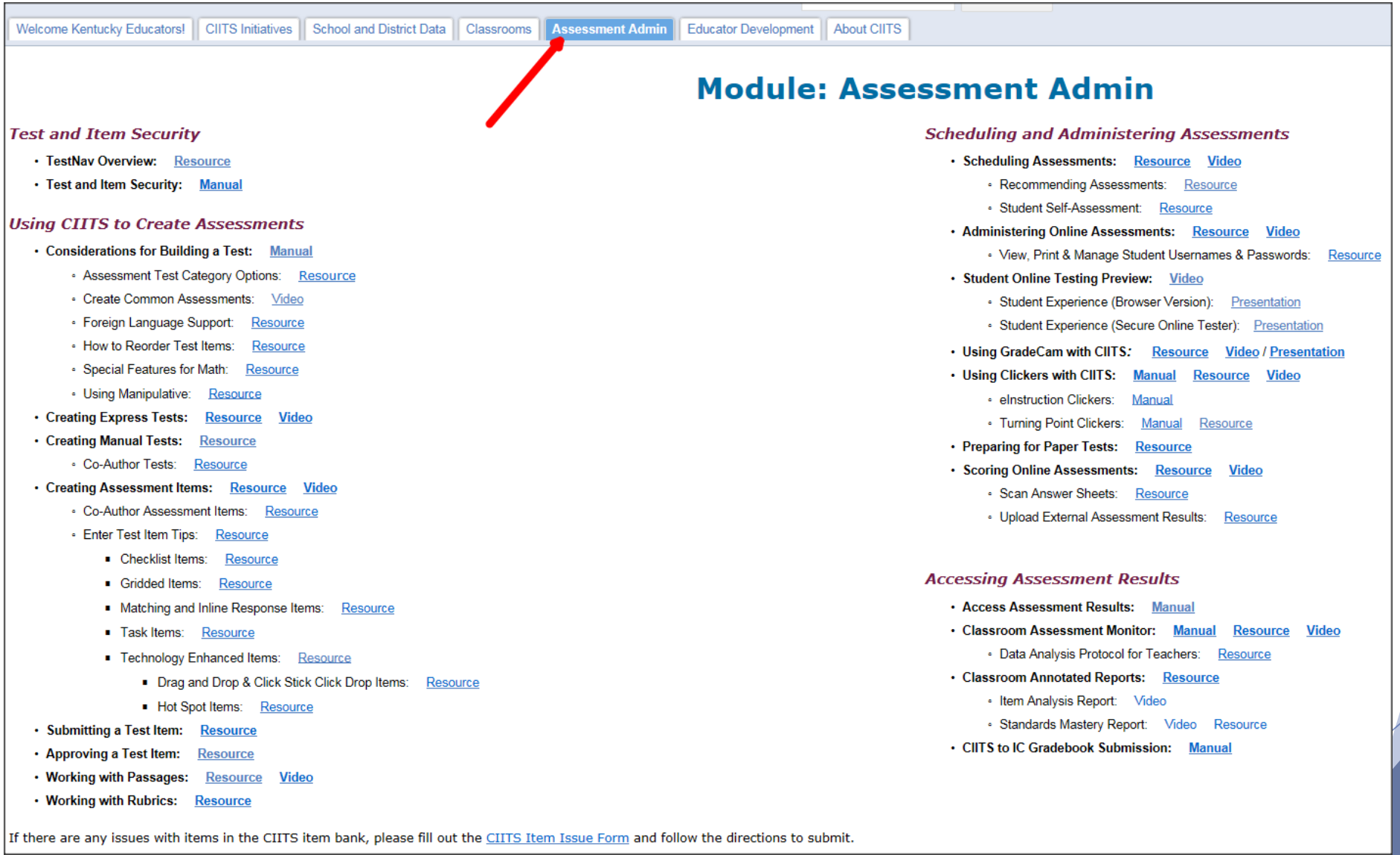
Accessing Teacher Materials and Using the Lesson Planner

- **Searching for Teacher Materials, Assessments and Lesson Planner:** Presentation

Instructional Materials and District Curriculum using the Curriculum Manager

- **Curriculum Manager Overview:** Manual Resource Video
  - Browsing Hierarchy: Resource
- **Create Materials in Curriculum Manager:** Resource
  - Create an Instructional Unit: Video
  - Create a Curricular Unit: Video
  - Edit, Copy & Delete Materials: Resource
  - Import Files: Resource
  - Import Spreadsheet: Resource
- **Locating Instructional Materials and District Curriculum:** Video
- **Creating District Curriculum:** Video
  - Publish District Curriculum: Video
- **Mapping District Curriculum to a Course:** Resource

CIITS Google Training Site Assessment Admin



Module: Assessment Admin

Test and Item Security

- **TestNav Overview:** Resource
- **Test and Item Security:** Manual

Using CIITS to Create Assessments

- **Considerations for Building a Test:** Manual
  - Assessment Test Category Options: Resource
  - Create Common Assessments: Video
  - Foreign Language Support: Resource
  - How to Reorder Test Items: Resource
  - Special Features for Math: Resource
  - Using Manipulative: Resource
- **Creating Express Tests:** Resource Video
- **Creating Manual Tests:** Resource
  - Co-Author Tests: Resource
- **Creating Assessment Items:** Resource Video
  - Co-Author Assessment Items: Resource
  - Enter Test Item Tips: Resource
    - Checklist Items: Resource
    - Gridded Items: Resource
    - Matching and Inline Response Items: Resource
    - Task Items: Resource
    - Technology Enhanced Items: Resource
      - Drag and Drop & Click Stick Click Drop Items: Resource
      - Hot Spot Items: Resource
- **Submitting a Test Item:** Resource
- **Approving a Test Item:** Resource
- **Working with Passages:** Resource Video
- **Working with Rubrics:** Resource

If there are any issues with items in the CIITS item bank, please fill out the CIITS Item Issue Form and follow the directions to submit.

Scheduling and Administering Assessments

- **Scheduling Assessments:** Resource Video
  - Recommending Assessments: Resource
  - Student Self-Assessment: Resource
- **Administering Online Assessments:** Resource Video
  - View, Print & Manage Student Usernames & Passwords: Resource
- **Student Online Testing Preview:** Video
  - Student Experience (Browser Version): Presentation
  - Student Experience (Secure Online Tester): Presentation
- **Using GradeCam with CIITS:** Resource Video / Presentation
- **Using Clickers with CIITS:** Manual Resource Video
  - eInstruction Clickers: Manual
  - Turning Point Clickers: Manual Resource
- **Preparing for Paper Tests:** Resource
- **Scoring Online Assessments:** Resource Video
  - Scan Answer Sheets: Resource
  - Upload External Assessment Results: Resource

Accessing Assessment Results

- **Access Assessment Results:** Manual
- **Classroom Assessment Monitor:** Manual Resource Video
  - Data Analysis Protocol for Teachers: Resource
- **Classroom Annotated Reports:** Resource
  - Item Analysis Report: Video
  - Standards Mastery Report: Video Resource
- **CIITS to IC Gradebook Submission:** Manual

KEDC CIITSBits

- Kentucky Educational Development Corporation (KEDC) provides CIITSBits, a weekly informational update for KEDC district stakeholders. CIITSBits provides training and updates to educate users on the IMS. Earlier editions of CIITSBits are listed on the KEDC website.
  - CIITSBITS#108 What's This New Icon on My CIITS Page?
  - CIITSBITS#107 What's New with SAS Curriculum Pathways?
  - CIITSBITS#106 New and Improved: One-Page Lesson Plan Design

Questions?